

**REGULAR MEETING OF COUNCIL
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY
ON MONDAY NOVEMBER 01, 2021**

Access Code: 881-684-677

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of November 01, 2021, to order at the hour of 7:00 pm.

PRESENT: Mayor Carnahan, Councillors Gardner, Faulkner, Benson, McKeag Reber, Town Manager Krawchuk and Director of Corporate Services Anderson.

ABSENT WITH REGRETS:

2. **ADOPTION OF AGENDA:**

CAO Krawchuk added 5b) Inaugural and Organizational Minutes to the Agenda.

Moved by Councillor Faulkner that the agenda is hereby adopted as amended.

**CARRIED
R-21-11-01**

3. **PUBLIC HEARINGS:** None

4. **DELEGATIONS:** None

5. **APPROVAL OF MINUTES:**

- a) **Regular Council Meeting – October 04, 2021**

Moved by Councillor Gardner that the minutes of the Regular Council Meeting, of October 04, 2021 is hereby approved as presented.

**CARRIED
R-21-11-02**

- b) **Organizational Meeting of Council – October 26, 2021**

Moved by Councillor McKeag Reber that the minutes of the Organizational Meeting of Council, of October 26, 2021, is hereby approved as presented.

**CARRIED
R-21-11-03**

6. **UNFINISHED BUSINESS:** None

7. **BYLAWS or POLICIES:**

- a) **Policy #2021-090 Financial Reserve Policy**

Moved by Councillor Gardner that Council accepts the reserve policy as amended.

**CARRIED
R-21-11-04**

- b) **Bylaw #2021-28 Council Procedural Bylaw (all three readings)**

Moved by Councillor McKeag Reber that Bylaw # 2021-28 is hereby given first reading.

**CARRIED
R-21-11-05**

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Moved by Councillor McKeag Reber that Bylaw # 2021-28 is hereby given second reading.

**CARRIED
R-21-11-06**

Moved by Councillor Faulkner that permission is hereby granted for the presentation of Bylaw # 2021-28 for all three readings at this meeting.

**CARRIED UNANIMOUSLY
R-21-11-07**

Moved by Councillor Gardner that Bylaw # 2021-28 is hereby given third reading.

**CARRIED
R-21-11-08**

8. NEW BUSINESS:

a) DCS Anderson RFD – Council Board & Committee Appointments

Moved by Councillor Benson that Council passes a motion to adopt the Committees, Boards and Commissions schedule as amended.

**CARRIED
R-21-11-09**

9. FINANCIAL:

a) September 30, 2021 – Bank Reconciliation

Moved by Councillor McKeag Reber that the bank reconciliation for September 30, 2021, is hereby accepted as information.

**CARRIED
R-21-11-10**

Moved by Councillor Faulkner that the monthly bank reconciliations for the Town of Calmar be removed from the Agenda moving forward.

**CARRIED
R-21-11-11**

10. DEPARTMENT REPORTS: None

11. COUNCIL AND COMMITTEE REPORTS:

a) Mayor Yachimetz

October 01, 2021	Community Trail Ribbon Cutting
October 07, 2021	2021 CAO Review
October 07, 2021	Leduc & District Regional Waste Management Site Visit
October 12, 2021	Legacy Well Interview
November 01, 2021	Regular Council Meeting

b) Councillor Balaban

October 07, 2021	2021 CAO Review
October 10, 2021	EDRWMC Public Drop-off Tour

c) Councillor Gardner

September 29, 2021	CIB
October 01, 2021	Woodland Park Trail Opening
October 04, 2021	Community Services Master Plan
October 04, 2021	Regular Council Meeting
October 07, 2021	CAO Performance Evaluation Workshop
October 12, 2021	PC&M Committee Meeting
October 13, 2021	Recreation Board Meeting
October 20, 2021	PC&M Stakeholder Engagement & Follow-up

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October 26, 2021 Organizational Meeting

d) Councillor Faulkner

October 07, 2021 CAO Review

October 11, 2021 Recreation Board Meeting

October 12, 2021 Unfussy presentation of Communication Strategy and Marketing/Branding

October 20, 2021 Unfussy presentation of Communication Strategy and Marketing/Branding

October 26, 2021 Organizational Meeting

October 27, 2021 Bus Tour of Town Facilities

Moved by Councillor Gardner that the Council Reports are hereby accepted as information.

**CARRIED
R-21-11-12**

12. CORRESPONDENCE:

a) Outstanding Items

b) Leduc County Fire Stats – September

c) Leduc Regional Housing Foundation – June & August 2021 Minutes

d) Village of Warburg – 39/20 Alliance Village of Warburg Representative

e) Leduc County FCSS – Community Core Funding Dollars

Moved by Councillor McKeag Reber that the correspondence is hereby accepted as information.

**CARRIED
R-21-11-13**

13. CLARIFICATION OF AGENDA BUSINESS:


None requested.

14. CLOSED SESSION: None

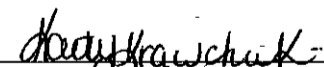
15. ADJOURNMENT:

The Regular Council Meeting adjourned at 8:01pm.

These minutes signed this 15th day of November 2021.



Mayor Carnahan



Town Manager Krawchuk, CLGM

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Committee of the Whole	<p>The Committee of the Whole enables committee members (Elected Officials) to review upcoming and important issues and opportunities with members of administration when deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered.</p> <p>The purpose of the Committee of the Whole is to: Receive updates on emerging and ongoing projects and initiatives.</p> <p>Meet principally as a forum for discussion rather than as a decision-making arena, enabling all committee members to discuss key items without the requirement to make a decision.</p>	Second Monday of the Month	-	All Council	N/A
Municipal Planning Commission (MPC)	The MPC will advise and assist Council on the planning and development within the Town; and acts as the Development Authority in accordance with the Town of Calmar Land Use Bylaw.	As required	No	Councillor Benson Mayor Carnahan Councillor Faulkner	N/A
Subdivision & Development Appeal Board	The SDAB deals with subdivision and development appeals brought forth specific to discretionary use projects in the Town of Calmar. The SDAB acts in accordance with the provisions of the SDAB Bylaw and the MGA.	As required	No	N/A	N/A
Local Assessment Review Board	The Board is established to hear and deal with complaints against assessment that have been received by the Assessment Appeal Clerk.	As Required	No	N/A	N/A

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Composite Assessment Review Board	The Board is established to hear and deal with complaints as outlined in the 'Matters Relating to Assessment Complaints Regulation' that have been received by the Assessment Appeal Clerk.	As Required	No	N/A	N/A
Calmar Public Library Board	To govern and guide the Calmar Public Library through the 5 year Plan of Service.	Monthly, Last Thursday @ 7pm	No	Councillor McKeag Councillor Benson	N/A
Yellowhead Regional Library Board	As a member of the YRL, the Town shall appoint one representative to the Board. The Board manages and controls the library system through organizing, promoting and maintain comprehensive and efficient library services. https://yrl.ab.ca/	Quarterly	No	Councillor McKeag	Councillor Gardner
Calmar & District Recreation Board	An advisory board to Council to prepare and present information regarding short and long term parks and recreation goals and objectives.	Every other month, 2nd Wednesday, evenings and as required.	No	Councillor McKeag Mayor Carnahan	Councillor Benson



**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc County F.C.S.S. Advisory Board	As a municipal partner attendance is required to oversee the development and operation of the program, to act in an advisory capacity to County Council and to the F.C.S.S. Director, to make recommendations to County Council regarding the direction of the Program & to ensure the F.C.S.S. Act and Regulations are adhered to.	Monthly	No	Councillor Benson	Councillor McKeag
Capital Region Southwest Water Services Commission	The CRSWSC is a regional co-operation providing clean and safe drinking water to the membership which includes the City of Leduc, Leduc County, City of Beaumont, the Edmonton International Airport (EIA), the Town of Calmar, the Village of Hay Lakes, Camrose County and the Town of Millet. The commission purchases its water from Epcor. The commission membership works together on long range planning, rate negotiation, and coordination of water supply. http://crswsc.ca/	Regular Meetings - January, March, May, September, November; Annual General Meeting - April; Organizational Meeting - November	No	Councillor Gardner Councillor Faulkner	Mayor Carnahan
Communities in Bloom	Calmar's Community in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities. https://calmarcib.webs.com/	Monthly, 2nd Tuesday, Evenings	No	Councillor Gardner	Mayor Carnahan

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc County Fire Services Advisory Committee	Members of administration and Council meet quarterly with the Leduc County Fire Services senior team to review local fire service activities and items in relation to the Town of Calmar.	Quarterly	No	Councillor Gardner Mayor Carnahan	Councillor Gardner
Leduc Regional Emergency Management Committee	Representatives from Calmar, Thorsby, Warburg, and Leduc County came together to explore options to develop a regional emergency management agency. This committee began pre-covid, and has been delayed due to the pandemic. Plans to reconvene in 2022.	Monthly, until an Agency model is created; then twice annually.	No	Councillor McKeag Mayor Carnahan	Councillor Benson
Leduc & District Regional Waste Management Commission	To ensure that the affairs of the Authority are managed in accordance with the terms of the Incorporation Agreement, in compliance with regulatory requirements, and to ensure appropriate direction is provided to the Administration. https://leduregionallandfill.ca/	Monthly, 3rd Wednesday	No	Councillor Faulkner	Councillor Benson
Edmonton Metro Region Waste Advisory Committee	The Edmonton Region Waste Advisory Committee provides a forum for information sharing and to assume a leadership role in bringing together stakeholders in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions. https://www.edmonton.ca/city_government/city_organization/capital-region-waste-minimization-advisory-committee	3-4 times per year and on a as required basis.	No	Mayor Carnahan	Councillor Gardner



**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Leduc Regional Housing Foundation	LRHF is a not-for-profit, charitable organization that provides a variety of quality housing solutions and services to individuals, and families throughout the Leduc Region. The Foundation is goverend by a board of the nine member municipalities Leduc County, City of Leduc, City of Beaumont, Town of Devon, Town of Calmar, Town of Thorsby, and the Village of Warburg. https://www.leducregionalhousing.ca/index.php	Monthly, 4th Thursday, 5:30pm No meetings during the summer or in December.	No	Mayor Carnahan	Councillor Gardner
THE CHAMBER - Leduc, Nisku, Wetaskiwin Regions	The Chamber connects, supports and promotes local businesses to strengthen the regional economy. A board of directors sets strategic direction to meet the needs of the members.	Attendace at monthly networking luncheons, or Chamber events if applicable.	No	Councillor McKeag	Councillor Faulkner
Public Communication & Marketing Committee (PCM)	The committee which consists of members of the public, administration and Council will guide the PC & M project which includes: •Development of a communications strategic framework •Refreshed Brand •Re-development of the Town's website	Bi-Weekly - Wednesday, 1:15pm - 2:30 and as needed for engagement elements	No	Councillor Gardner Councillor Faulkner	Councillor McKeag
Senior Citizen Club Advisor Representative	Support and guidance of activities and operations of the Calmar and Disrict Senior Citizen's Centre.	Quarterly	No	Councillor Faulkner	Mayor Carnahan

**2021-2022 Organizational Appointment
Committee's & Boards**

COMMITTEE/BOARD	Terms of Reference	Typical Meeting Schedule	Consolidate to Committee of the Whole	MEMBERS	ALTERNATE
Community Services Master Planning Committee	The purpose of this committee is to guide the formation of a Town of Calmar Community Services Master Plan (CSMP). To provide advice, expertise, and strategic direction in the CSMP creation to ensure community services, actions, and decisions align with community needs and responds to previously identified goals for town programming and service delivery.	Monthly	No	Councillor Gardner	Mayor Carnahan
Youth Council Committee	Under Development	Monthly	No	Councillor Benson	Councillor McKeag
39/20 Alliance	The Town of Calmar is involved in an unique partnership with the Villages of Breton and Warburg, the 39/20 Alliance. The purpose of the Alliance is to promote municipal cooperation in delivery of services to our respective residents and ratepayers.	Monthly	No	Councillor Benson Councillor Faulkner	Councillor Gardner

Mayor's Signature

